To

[The recipient]  
[Business Name]

**Subject: Absence leave for one week**

Dear Sir,

I hope you will be fine. My name is Anderson, and I am writing to inform you that I cannot come to the university to attend your classes for a week. The reason for my long absence is that I am to attend the marriage ceremony of my elder brother. His nikah ceremony has been planned to be held on [date]. There are four functions that are to be held at different locations. My father has put a heavy responsibility on my shoulders to look after all arrangements. I have only one brother and it is impossible for me to leave his marriage ceremony.

I know this is not an appropriate time to ask permission for absence because our final papers are around the corner. I also know that you have arranged these deficiency classes after receiving a lot of requests from our class.

I request you to accept my apology for such a long absence and grant me permission so that I would attend this ceremony without any stress. I have been a brilliant student in your class having passed all the courses by securing A grades. I assure you that my absence will not affect my results because I have talked with my fast friend who will provide me with all the notes of missing classes.

I hope you will understand my problem and admit my excuse. I shall be very thankful to you for this act of kindness.

Yours sincerely.

[NAME]  
[SIGNATURE]